
SL-1

Background Terminal

User guide

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Introduction

The Background Terminal helps you manage your Meridian 1* system by carrying out orders you type in from a terminal keyboard. The Background Terminal also provides you with information to help you figure out how to operate your system to best meet your needs.

This guide introduces you to terminal operation in general, and gives you step-by-step instructions for performing each procedure on the Background Terminal.

There are four basic call-processing features which you can manipulate using the Background Terminal:

- Automatic Wake-Up
- Message Registration
- Room Status
- Call Party Name Display

This book contains a separate section for each feature, as well as a section containing instructions which allow you to define the operational characteristics of the terminals in your system.

You may not be able to perform every procedure described in this guide, depending on how your system is set up. The optional features Automatic Wake-Up, Message Registration, Room Status, and Call Party Name Display may not all be equipped on your system.

* Meridian 1 is a trademark of Northern Telecom.

How this guide is arranged

The first four chapters of this guide show you how to use each of the four basic features accessible through the Background Terminal:

- Automatic Wake-Up
- Message Registration
- Room Status
- Call Party Name Display

Each chapter contains descriptions, procedures, examples and other useful information about these features.

The chapter “System administration and configuration features” explains how you can customize the Background Terminal to meet your particular requirements.

Reference lists are located at the back of this guide:

- The Command summary lists all the commands, and is intended for those who are already familiar with the system.
- The Glossary briefly describes some abbreviations and terms that may be unfamiliar.
- The Error messages section lists the messages that may occur due to invalid input or faults in the system, and explains what you can do to correct most situations.

Using a terminal

Terminal keyboards vary in some details, but they are basically similar to a typewriter. Some of the keys on your terminal may not be the same as the keys named in this guide. These are the important keys:

- CARRIAGE RETURN: On some terminals this key is called RETURN, ENTER, S/R or some other name. In any case, its function is to designate the end of a command and pass it to the system for processing. In this guide, <CR> represents a carriage return.
- BREAK: On some terminals, this key is called ESCAPE or ETX. It tells the system to stop whatever it is doing and await further instructions.

Command structure

All the examples in this guide are shown with capitals for the first two letters in each command word and lowercase letters for the rest of the word. You may type just the first two letters of each command, or the whole word. For example, if you see METER in this guide, you may type just ME or METER. As long as the first two letters of each command word are correct, the system will accept it. Type each command using ALL CAPITAL letters.

Defaults are optional words that have brackets () around them. You may type the default or leave it out as you wish, but do not type the brackets.

Time is always indicated using a 24-hour clock. For example, 7:00 a.m. is typed as 700 and 4:30 p.m. is typed as 1630.

If you make an error in typing a command, and the computer cannot tell what you meant, an error message will appear. Error messages are listed at the back of this guide.

Example command (as it appears in this guide):

SEt Status dn1 dn2 CHeck (IN)

You type	Words not bold	Words in brackets ()
words in bold	are not typed	are defaults—you don't
	as is—they	have to type in a word
	represent a	that is the default
	value	

Actual command (as you type it at your terminal):

SE ST 1014 2099 CH

Only the first		If status is
two letters		CHECK OUT, you
are necessary	A range	must type the
	of DNs	word "OUT"

There are three types of action you can perform from the Background Terminal. Therefore, a command always begins with one of these words:

PRint

FInd

SEt

The word PRint is the default. If your command does not contain one of these three words, the system assumes that you mean print. To show that you can leave it out if you wish when typing, brackets are placed around it in the examples throughout this guide.

These words in a command tell what system feature to access:

WAKE-up Automatic Wake-Up

MEter Message Registration

STatus Room Status

CPndCall Party Name Display

Other words typed as part of a command specify exactly what you want to do. A command always ends with a carriage return <CR>.

Room number — Directory number translation

The telephone extension, or Directory Number (DN), must be used to enter or retrieve data about a room. In most establishments, the telephone DN corresponds to the room number. If this is the case in your system, you can simply use the room number in commands. However, if no correlation exists, you must translate the room number to the associated telephone DN.

Automatic Wake-Up

Description

Automatic Wake-Up enables the Meridian 1 system to place wake-up calls automatically. An attendant may enter the wake-up information specified by the guest, or the guest enters the wake-up information from their room telephone. At the appointed time, the system places the wake-up call. Upon answering, the guest may hear a recorded wake-up announcement in one of up to six different languages. See also “Set room status” for information on choosing the language of the wake-up announcement.

You can give VIP status to a room, in which case the telephone attendant is alerted and can provide a personal wake-up call (see “Room Status”).

If the call is unanswered after three attempts, or if it is blocked by heavy traffic or system malfunction, it is either returned to the attendant or disconnected, depending on the option selected in the system software (LD15).

You can use your terminal to enter a wake-up call request (“Set wake-up call times”) and you can also use it to retrieve wake-up call information (“Find wake-up call times”). You can find out the wake-up times that have been set for a guest's telephone or for a group of telephones. A map or hour by hour summary of a day's wake-up calls is also available (“Print wake-up call map”).

You can also get a continuous printout or display of any or all wake-up events as they occur. Refer to “How to display wake-up events” in the chapter titled, “System configuration and administration.”

Set wake-up call times

You can use your terminal to set wake-up call times for a single DN or a group of DNs.

- To set a wake-up call time for one DN:

SEt WAKE dn TIme hhmm <CR>

To set a wake-up call time for a consecutive group of DNs:

SEt WAKE dn1 dn2 (TIme) hhmm <CR>

- To enter the next wake-up call, simply enter the DN and the time.
- To delete a wake-up call:
SEt WAKE dn TIme OFF <CR>
- To change the time of a wake-up call, simply type the command with the new time.

Additional information

You must use TIme in the command for one DN. For a group of DNs, TIme is optional.

Use a 24-hour clock to give the time (hhmm). For example, type in 7:15 am as 715 and 2:30 pm as 1430.

You cannot make a wake-up call entry for the current five-minute period or for a time more than 23.5 hours in advance. If the time you type is not allowed, a message **AWU TIME?** giving the allowed time range will appear.

You can use X substitution (see “Define options for the Set command”).

Each five-minute interval of the day has room for 100 (or 500, depending on your system) wake-up calls. If the interval containing the time you typed is full, you will receive a message like this one:

```
WAKE UP 7:00 FULL 6:55 100 7:05 85 STOP ON 2314
```

This indicates the five-minute interval 7:00 - 7:04 is full.

6:55 100 7:05 85 shows the amount of room remaining in the intervals five minutes before and after 7:00. At 6:55, in this case, there are 100 spaces remaining and at 7:05 there are 85. You can choose one of these intervals.

STOP ON 2314 indicates the DN which the system did not accept because of lack of space. If you entered a group of DNs, DN 2314 is the first of those which are still not recorded in the system.

Examples of the Set command for Automatic Wake-Up

Input (what you type) Response (what the terminal displays)	Comments (what happens)
SEt Wake 1402 Time 715 WAKE UP 1402 NONE TO 7:15	Wake-up call for one DN—DN 1402 will be called at 7:15 a.m. NONE shows there was no previous entry.
SEt Wake 3405 3409 (Time) 800 WAKE UP 3405 NONE TO 8:00 WAKE UP 3406 7:30 TO 8:00 WAKE UP 3407 NONE TO 8:00	Wake-up call for a group of DNs—DN 3405 to 3409 will be called at 8:00 a.m. Note that DN 3406 had a previous entry for 7:30 which has been changed to 8:00. The others had no previous entry (NONE).
SEt Wake 23105 Time 715 17804 700 12642 30441 11018 645	Wake-up calls for a list of DNs—DN 23105 will be called at 7:15. DN 17804 will be called at 7:00. Since the next two entries are also for 7:00, you can leave the time out. DN 11018 will be called at 6:45. Note that this example shows only the input you type, as if the “confirm” option is turned off (see “Define options for the Set command”).

Set time for a secondary wake-up announcement

You may set the time at which a second recorded wake-up announcement is activated.

— **SEt OPTion TIme RAn2** time1 time2 <CR>

If you do not put in any value for time2, then 00:00 (midnight) will be assumed.

If the second time is earlier than the first, for example:

SEt OPTion TIme RAn2 2200 400 <CR>

then the time of the second recorded announcement will run through midnight to the next morning.

— To turn this time range off:

SEt OPTion TIme RAn2 OFF <CR>

Set language identifiers for wake-up announcements

You may assign a two-letter identifier to each of the six possible recorded languages used to make wake-up calls. The two-letter code is used to clearly identify each language used to record the wake-up announcement. When setting a room's language status, you can use the language number (0 - 5) or the two-letter identifier. Language numbers refer to the tape recorders that play the announcements and do not change.

- To set the language identifier for a language number:
SEt Option LAnguage (language number) (id) <CR>

where:

(language number) 0 - 5

(id) any two-character code that does NOT
correspond to a command
(first character MUST be a letter)

- To change the language identifier, repeat step 1 or:
SEt Option LAnguage (old id) (new id) <CR>
- To clear the language identifier:
SEt Option LAnguage (language number or identifier) **Off** <CR>

Example of the Set command for the language option

Input	Comments
SEt Option LAnguage 3 EN <CR>	(language number 3 set to EN for ENGLISH)
SEt Option LAnguage EN FR <CR>	(whichever language number that was set to EN is changed to FR for FRENCH)
SEt Option LAnguage 0 Off <CR>	(language number 0 no longer has an identifier)

Find wake-up call times

You can use your terminal to find DN's that have wake-up call times set. The **FInd** command allows you to retrieve the wake-up call request for the lowest-numbered DN within the DN range you specify which has a wake-up call time set. To get the next one in the range, you simply type the word **FInd** again.

- To find one DN wake-up call time:

FInd Wake dn <CR>

To find the first DN wake-up call time in a group of consecutive DN's:

FInd Wake dn1 dn2 <CR>

To find the first DN wake-up call time in the whole system:

FInd Wake ALI <CR>

- To find the next wake-up call time:

FInd <CR>

Additional information

If only one DN is entered, the **FInd** command will look for a DN with a wake-up call, starting with the DN requested and ending with the largest DN in the system. It will print the first one it finds.

If there are no wake-up calls set in the group requested, the message **NO DATA FOUND** is printed.

For a group of DN's, the second DN entered must be a higher number than the first.

A command containing the word "**FInd**" all by itself is valid only immediately following another **FInd** command which produced non-zero results (any result other than "**NO DATA FOUND**").

Examples of the Find command for Automatic Wake-Up

Input Response	Comments
Find WAKE 3040 WAKE UP 3040 7:00	One DN
Find WAKE 9001 9200 WAKE UP 9014 6:40	A group of consecutive DNs—9014 is the first DN in the group which has requested a wake-up call.
Find WAKE ALI WAKE UP 1030 7:15	All DNs—DN 1030 is the first DN with a wake-up call time set.
Find WAKE UP 2007 7:00	DN 2007 is the next one.
Find WAKE UP 2019 6:45	DN 2019 is the next one.
Find NO DATA FOUND	There are no more DNs with wake-up call times set.

Print wake-up call times

You can use your terminal to print the wake-up call time currently set for one or more guest rooms.

— To print the setting for one DN:

(Print) **W**ake dn <CR>

To print the settings for a group of consecutive DNs:

(Print) **W**ake dn1 dn2 <CR>

To print the settings for all DNs:

(Print) **W**ake **A**ll <CR>

Additional information

When retrieving the wake-up call times for a group of consecutive DNs, or for all DNs, only the DNs within the group that have requested a wake-up call will be included. If there were no DNs with wake-up calls in the range specified, the terminal prints **NO DATA FOUND**.

When specifying a group of DNs, the second DN entered must be a higher number than the first.

You can use X substitution in the DN (see “Define options for the Set command”). For example:

(Print) **W**ake 12XX

would print DNs in the range 1200-1299 with wake-up call times set.

Typing ***** will stop a job currently in progress at your own terminal (for example, a long printout you realize you don't need).

Examples of the Print command for Automatic Wake-Up

Input Response	Comments
(P)rint) WAKe 1279 WAKE UP 1279 7:00	One DN DN 1279 has a wake-up call set for 7:00 a.m.
(P)rint) WAKe 3700 3720 WAKE UP 3702 6:30 WAKE UP 3709 7:00 WAKE UP 3714 7:15 WAKE UP 3718 6:30	A group of consecutive DNs
(P)rint) WAKe ALI WAKE UP 1003 7:00 WAKE UP 1229 6:45 WAKE UP 2005 6:30 WAKE UP 4137 6:15	All DNs

Print wake-up call map

A chart showing a count of all wake-up calls in each five-minute interval for every hour throughout the day is known as a wake-up map.

— To print the wake-up call map:
(P)rint WAKe MAp <CR>

To have the map printed at another terminal, put the two-character port ID of the terminal where you would like it printed:

portID WAKe MAp <CR>

Additional information

To print this map automatically every day at the same time, put this command in the automatic list (see “Generate Automatic Daily Routines”).

Example of a wake-up call map**(P)rint WAKE MAP <CR>**

WAKE UP 23 TIME 0:11

0:00	000	000	000	000	000	000	000	000	000	000	000	000
1:00	000	000	000	000	000	000	000	000	000	000	000	000
2:00	000	000	000	000	000	000	000	000	000	000	000	000
3:00	000	000	000	000	000	000	000	000	000	000	000	000
4:00	000	000	000	000	000	000	000	000	000	000	000	000
5:00	000	000	000	000	000	000	000	000	000	000	000	000
6:00	002	000	000	001	000	000	001	000	000	000	000	000
7:00	004	001	001	000	000	000	001	000	000	001	000	000
8:00	000	000	000	000	000	000	000	000	000	000	000	000
9:00	000	000	000	000	000	000	000	000	000	000	000	000
10:00	000	000	000	000	000	000	000	000	000	000	000	000
11:00	000	000	000	000	000	000	000	000	000	000	000	000
12:00	001	000	000	000	000	000	000	000	000	000	000	000
13:00	000	000	000	000	000	000	000	000	000	000	000	000
14:00	000	000	000	000	000	000	000	000	000	000	000	000
15:00	001	000	000	000	000	000	000	000	000	000	000	000
16:00	000	000	000	000	000	000	000	000	000	000	000	000
17:00	000	000	000	000	000	000	000	000	000	000	000	000
18:00	001	000	000	000	000	000	000	000	000	000	000	000
19:00	000	000	000	000	000	000	000	000	000	000	000	000
20:00	000	000	000	000	000	000	000	000	000	000	000	000
21:00	001	000	000	000	000	000	000	000	000	000	000	000
22:00	000	000	000	000	000	000	000	000	000	000	000	000
23:00	000	000	000	000	000	000	000	000	000	000	000	000

This map shows a 24-hour day beginning at midnight. Each line is one hour in five-minute intervals. The number of calls in each five-minute period is shown. Date (23) and time printed are at the top.

Message Registration

Description

Message Registration allows hotel management to monitor all completed local calls made from the hotel telephone system. Each DN and trunk in your system can have a meter assigned which stores a pulse count for calls made. You can access these meters using your terminal.

Outgoing calls from guest room telephones are usually monitored for billing and other administrative purposes. Meters can also be assigned to any administration telephones and trunks the hotel management wishes to monitor.

Any pulses the system cannot assign to a particular DN or trunk meter are accumulated in the Customer meter. This meter can be accessed using your terminal just as the others can, but it cannot be turned off.

The commands you need to retrieve, alter or print the contents of the meters in your system are explained in this section. Any reply to your Message Registration commands will identify the type of meter concerned: administration (ADMN) or guest room (ROOM) telephone, attendant console (ATTN), trunk (TRK), or the Customer meter (CUST).

You can turn meters on and off as required (see “Turn Meters On and Off”). You can also get a continuous printout or display of Message Registration changes as they occur. Display is explained in “How to display Message Registration events.”

Set meters to a given value

You can use your terminal to set meters in your Meridian 1 system to any given value. You can use meter values to figure total call charges for metered calls. You can set meter values for a single DN, a group of consecutive DNs or all DNs.

- To set the meter for one DN:
SEt MEter dn VAlue n <CR>

To set the meters for a group of consecutive DNs:
SEt MEter dn1 dn2 (VAlue) n <CR>

To set the meters for all DNs:
SEt MEter ALI (VAlue) n <CR>

- To enter the next meter change you want to make, you can type in the DN and the value you want. Just enter dn n <CR>
- To change the value of the Customer meter:
SEt MEter CUstomer (VAlue) n <CR>

Additional information

When setting the meters for a group of consecutive DNs, the second DN entered must be a higher number than the first and can be in the range 0-32766.

You can use X substitution (see “Define options for the Set command”). For example, **SEt MEter 32X VAlue 1** will set all the meters 320-329 to the value 1.

The response shown in the examples only appears if the “confirm” option is on (see “Define options for the Set command”).

You may not be able to **SEt** all DNs at once if the “all” option is not on (see “Define options for the Set command”).

You may not be able to **SEt** a group of consecutive DNs if the “range” option is not on (see “Define options for the Set command”).

Using DN and value only to enter a list of meter changes, as in Step 3, is only valid immediately following a **SEt MEter** command.

The word **VAlue** is required for one DN, but is optional in other cases.

Examples of the Set command for Message Registration

Input Response	Comments
SEt MEter 1535 Value 1 ROOM METER 1535 7 TO 1	Meter for one DN DN 1535 was set to 7 but is now set to one.
SEt MEter 1500 1504 (Value) 1 ROOM METER 1500 DISP ZERO TO DISP 1 ROOM METER 1501 DISP 1 TO DISP 1 ROOM METER 1502 DISP ZERO TO DISP 1 ROOM METER 1503 DISP ZERO TO DISP 1 ROOM METER 1504 DISP 6 TO DISP 1	Meters for a group of consecutive DNs DN 1501 was set to one and is unchanged. DN 1504 was set to 6 but is now set to one.
SEt MEter ALI (Value) 1 ROOM METER 1000 ZERO TO 1 ROOM METER 1001 2 TO 1 ROOM METER 1002 ZERO TO 1	Meters for all DNs
SEt MEter 1206 Value 2 1308 3 1596 2 1823 1906 1972 1 1986 0	(see below)
Meters for a list of DNs—DN 1308 is going to be set to three, and DN 1596 to two. Since DN 1823 and DN 1906 have no value typed beside them, the last value input, two, will be used. If the meter value you want for the next line is the same, you can leave it out. So DN 1823 and 1906 will also be set to two. Since the meter value desired for DN 1972 is different, it must be entered. When entering values in a list like this, use 0 rather than ZERo (see last line). Note that this example shows only the input you type, as if the confirm option is turned off (see “Define options for the Set command”).	

Erase meters (set to zero)

You can use your terminal to set meters in your system to zero. You can do this for a single DN, a group of consecutive DNs or all DNs.

- To set the meter for one DN to zero:

SEt MEter dn ZEro <CR>

To set the meters for a group of consecutive DNs to zero:

SEt MEter dn1 dn2 ZEro <CR>

To set the meters for all DNs to zero:

SEt MEter ALl ZEro <CR>

- To set the Customer meter to zero:

SEt MEter CUstomer ZEro <CR>

- Add the Customer meter to the end of a command which sets other meters to zero:

SEt MEter 1206 ZEro CUstomer ZEro <CR>

Additional information

You can use X substitution (see “Define options for the Set command”).

You may not be able to SEt all DNs at once if the all option is not on (see “Define options for the Set command”).

You may not be able to SEt a group of consecutive DNs if the range option is not on (see “Define options for the Set command”).

All meters specified in the command are printed out, even if they were already set at zero.

When erasing the meters for a group of DNs, the second DN entered must be a higher number than the first.

The response shown in the examples only appears if the confirm option is on (see “Define options for the Set command”).

Value 0 can be used instead of ZEro if you wish.

Examples using the Set command to erase meters

Input Response	Comments
SEt MEter 1432 ZErO <CR> ROOM METER 1432 DISP 3 TO DISP ZERO	Meter for one DN— DN 1432 was set to 3 but is now set to zero.
SEt MEter 1400 1410 ZErO <CR> ROOM METER 1400 DISP 2 TO DISP ZERO ROOM METER 1401 DISP 1 TO DISP ZERO ROOM METER 1402 DISP 1 TO DISP ZERO . . ROOM METER 1410 1 TO ZERO	Meters for a group of consecutive DNs. DN 1401 was set to 2 but is now set to zero. The others were set to 1 but are now set to zero.
SEt MEter ALI ZErO <CR> ATTN METER 1000 ZERO TO ZERO ROOM METER 1001 1 TO ZERO . . ROOM METER 1005 3 TO ZERO ROOM METER 1006 10 TO ZERO	Meters for all DNs— DN 1000 was set to 0 and is unchanged. DN 1001 was set to 1 but is now set to zero. DN 1005 was set to 3 but is now set to zero. DN 1006 was set to 10 but is now set to zero.

Turn meters on and off

You can use your terminal to turn a meter or a group of meters on or off.

- To turn the meter for one DN off:

SEt MEter dn OFF <CR>

For a group of consecutive DNs:

SEt MEter dn1 dn2 OFF <CR>

To turn off meters for all DNs:

SEt MEter ALI OFF <CR>

- To turn a meter back on:

SEt MEter dn ON <CR>

Additional information

When turning the meters for a group of consecutive DNs on or off, the second DN entered must be a higher number than the first.

You can use X substitution if it is allowed (see “Define options for the Set command”). For example, SEt MEter 2X1 OFF turns off 201, 211, 221, 231, and so on.

The response shown in the first example only appears if the “confirm” option is on (see “Define options for the Set command”).

You may not be able to SET all DNs at once if the “all” option is not on (see “Define options for the Set command”).

You may not be able to SET a group of consecutive DNs if the “range” option is not on (see “Define options for the Set command”).

The CUstomer meter cannot be turned off.

Examples using the Set command to turn meters on or off

Input Response	Comments
SEt MEter 10579 Off <CR> ROOM METER 1059 DISP 14 TO OFF	Meter for one DN— DN 1059 will now be turned off.
SEt MEter 4706 ON <CR>	DN 4706 will now be turned on.
SEt MEter 3001 3501 Off <CR>	Meters for a group of consecutive DNs— DN 3001 to 3501 will now have their meters turned off.
SEt MEter ALI Off <CR>	Meters for all DNs— All DNs will now have their meters turned off.

Turn individual meter display on and off

Individual meters can have their display turned on or off, so it is possible to have the meter value for a particular DN displayed whenever a change occurs, and later turn display off for that DN if no longer required.

Note that in order to display any meter changes at all, the system display option must be on (see “How to display Message Registration events”).

- To turn on the display for one DN:

SEt MEter dn DIisplay (ON) <CR>

To turn on the display for a group of consecutive DNs:

SEt MEter dn1 dn2 DIisplay (ON) <CR>

To turn on meter display for all DNs:

SEt MEter ALI DIisplay (ON) <CR>

- To turn on display for the Customer meter:

SEt MEter CUstomer DIisplay (ON) <CR>

- To turn off display of meter changes, simply use the word “OFF” instead of the word “ON”.

Additional information

For a group of consecutive DNs, the second DN entered must be a higher number than the first.

You may not be able to SET all DNs at once if the “all” option is not on (see “Define options for the Set command”).

You may not be able to SET a group of consecutive DNs if the “range” option is not on (see “Define options for the Set command”).

You can use X substitution if it is allowed (see “Define options for the Set command”). For example, SEt MEter X01 DIisplay Off will turn off meter display for DN 1001, 2001, 3001, 4001, ... 9001.

You can combine this command with setting a meter value by putting DIisplay ON, or Off, at the end. For example, SEt MEter 1023 VAlue 10 DIisplay Off will set the value of DN 1023's meter to 10 and turn off the display of meter changes for DN 1023. Do not combine it with turning a meter on or off.

Examples using the Set command to turn display of meters on or off

SEt MEter 2703 Display (ON) <CR>	Meter for one DN—display turned on for DN 2703.
SEt MEter 5001 5035 Display Off <CR>	Meters for a group of consecutive DNs—display turned off for DN 5001 to 5035.
SEt MEter ALI Display (ON) <CR>	Meters for all DNs—display turned on for all DNs.

Find non-zero meters

You can use your terminal to search for meters in your system that have a reading greater than zero. Only the first non-zero meter encountered in the range you specify is printed out. To get the next one, you simply type **FInd** again.

- To find the meter value for one DN:
FInd MEter dn <CR>
- To find the first non-zero meter value for a group of consecutive DNs:
FInd MEter dn1 dn2 <CR>
- To find the first non-zero meter value for all DNs:
FInd MEter ALl <CR>
- To find the next non-zero meter:
FInd <CR>

Additional information

If only one meter is requested, and its value is zero, the first higher-numbered DN with a non-zero meter will be printed.

When searching a group of meters, the second DN entered must be a higher number than the first.

If there are no non-zero meters in the group, the terminal prints **NO DATA FOUND**.

A command containing **FInd all** by itself is valid only immediately following another **FInd** command which resulted in a non-zero meter (any result other than **NO DATA FOUND**).

Examples using the Find command to find non-zero meters

Input Response	Comments
Find MEter 3004 <CR> ADMN METER 3004 DISP 8	Meter for one DN— DN 3004 has a non-zero meter.
Find MEter 9001 9025 <CR> ROOM METER 9015 23	Meters for a group of consecutive DNs— DN 9015 is the first DN in the group with a non-zero meter.
Find MEter ALI <CR> ROOM METER 1003 DISP 13	Meters for all DNs— DN 1003 is the first DN with a non-zero meter.
Find <CR> ROOM METER 3018 DISP 1	DN 3018 is the next DN with a non-zero meter.
Find <CR> ROOM METER 4035 6	DN 4035 is the next DN with a non-zero meter.
Find <CR> NO DATA FOUND	There are no more non-zero meters.

Print meter values

You can use your terminal to print the contents of meters in your system. This can be done for a single DN, a group of consecutive DNs or all DNs.

- To print the meter contents for one DN:
(PPrint) MEter dn <CR>

To print the meter contents for a group of consecutive DNs:
(PPrint) MEter dn1 dn2 <CR>

To read the meters for all DNs:
(PPrint) MEter ALI <CR>

- To print the Customer meter value:
(PPrint) MEter CUstomer <CR>

The word CUstomer can also be added at the end of a command to print other meters, for example:

(PPrint) MEter ALI CUstomer <CR>
(PPrint) MEter 7301 7350 CUstomer <CR>

Additional information

When reading the meters for a group of consecutive DNs, the second DN entered must be a higher number than the first.

Any DN in the group that has not been assigned a meter, or has a meter reading of zero, will not be printed. But if you only asked for one meter, and it was turned off or had a value of zero, it will be printed.

You can use X substitution (see “Define options for the Set command”). For example,

(PPrint) MEter 73XX <CR>

will print meters 7300-7399.

Typing ***** will stop a job currently in progress at your terminal (for example, a long printout you realize you don't need).

- You can specify a condition at the end of the PRINT command. Only meters in the condition you name will be printed. For one meter:

(Print) **ME**ter dn condition **<CR>**

For a consecutive group of meters:

(Print) **ME**ter dn1 dn2 condition **<CR>**

For all meters:

(Print) **ME**ter **AL**I condition **<CR>**

Conditions you can name are:

OFF	meters that are turned off
ZEro	meters with a reading of zero
ALl	meters in all conditions, including zero value, and turned off (normally these are not printed)
DIisplay ON	meters with their display turned on
DIisplay OFF	meters with their display turned off

Examples of the Print command for Message Registration

Input Response	Comments
(P)rint METER 9036 <CR> ROOM METER 9036 3	Meter for one DN— The current meter value of DN 9036 is 3.
(P)rint METER 1400 1420 <CR> ROOM METER 1402 DISP 1 ROOM METER 1408 DISP 3 ROOM METER 1412 DISP 6 ROOM METER 1418 DISP 2	Meters for a group of consecutive DNs— The current meter value of DN 1402 is 1. The current meter value of DN 1408 is 3. The current meter value of DN 1412 is 6. The current meter value of DN 1418 is 2.
(P)rint METER ALI <CR> ADMN METER 1006 DISP 3 ROOM METER 1018 10 ROOM METER 1021 DISP 2 ROOM METER 1026 1	Meters for all DNs— The current meter value of DN 1006 is 3. The current meter value of DN 1018 is 10. The current meter value of DN 1021 is 2. The current meter value of DN 1026 is 1. DN 1006 is an administration (ADMN) telephone. The rest are guest room (ROOM) telephones.
(P)rint METER 383 <CR> TRK METER 383 17	A trunk meter— 383 is a trunk (TRK). Its current meter value 17.
(P)rint METER ALI OFF <CR> ROOM METER 1206 OFF ROOM METER 1343 OFF ROOM METER 1508 OFF ADMN METER 8946 OFF	All meters that are turned off.
(P)rint METER CUsTomer <CR> CUST METER DISP 4832	The Customer meter. The current value is 4832. Display is on.

Room Status

Description

The Room Status feature allows you to store and retrieve data pertaining to guest room occupancy and readiness for guests. The following types of information are associated with the Room Status feature:

Guest Registration and Occupancy	CH (IN)	check-in
	CH OU	check-out
	OC	occupied
	VA	vacant
Cleaning Status (includes maid ID)	RE	cleaning requested
	PR	cleaning in progress
	CL	cleaned
	PA	cleaning passed inspection
	FA	cleaning failed inspection
Sale Status	SK	cleaning skipped
	SA	ready for sale
	NS	not for sale
Other Status Information	CO	Controlled Class of Service (CCOS)
	CO OF	System Class of Service (SCOS)
	E1	Enhanced Controlled Class of Service 1
	E2	Enhanced Controlled Class of Service 2
	MW	Message Waiting Lamp
	DN	Do Not Disturb
	CA	category (see Assign Guest Room Categories)
	LA	language for Automatic Wake-Up
	VI	VIP status for Automatic Wake-Up

Set room status

You can use your terminal to change the status of guest room DNs to checked-in. This can be done for a single DN, a group of consecutive DNs or all DNs. Use the abbreviations listed on the previous page in place of the word “status” in these commands.

- To set the room status of one DN:

SEt SStatus dn status <CR>

To set room status of a group of consecutive DNs:

SEt SStatus dn1 dn2 status <CR>

To set room status of all DNs:

SEt SStatus ALl status <CR>

- To set a second non-consecutive DN to the same status, simply type the DN and <CR>. If you have a list of non-consecutive DNs, you can repeat many times.
- To set the language of one DN:
SEt SStatus dn **L**anguage number or ID <CR>

Additional information

General

When checking-in a group of consecutive DNs, the second DN entered must be a higher number than the first.

After setting the status of one or more guest room DNs, a confirm message may be displayed or printed. If the “confirm” option is off, the updated status is not automatically displayed or printed (see “Define options for the Set command”).

You may not be able to use the SET command with all DNs, or with a group of consecutive DNs, or with X substitution, if any of these options is turned off (see “Define options for the Set command”).

Languages are numbered from 0 - 5. Two-letter identifiers may be set using the SEt OPTION command (see “Set language identifiers for wake-up announcements”).

Set VIp status to ensure an important guests receives a personal wake-up greeting from the attendant.

Guest registration and occupancy

See also “Set check-in, check-out parameters.”

Rooms must meet sale criteria to be able to be checked-in, that is, they must have the status VAcant and PAssed inspection.

The occupancy status of a room is automatically changed to OCUppied when you set the status to CHecked-in, or to VAcant when you set the status to CHecked-OUt. Manually setting any other room status of a DN does not affect the current settings of other aspects of room status such as guest room telephone Class of Service or cleaning status.

The CHeck-IN and OUt commands can also be set to perform other tasks automatically (see “Check-in, Check-out parameters”). If this is not desirable, you can enter any of this information manually.

The CHecked-in status is not indicated in a status printout. CHecked-in status is inferred from the OCUppied status.

The CHecked-OUt status is not indicated in a status printout. Checked-out status is inferred from the VAcant status.

Cleaning status

If automatic cleaning hours are set, the status of any occupied guest room will be changed to cleaning REquested at the specified time (see “Set automatic control of room cleaning status”).

If automatic detection hours are set, the status of any occupied guest room will be automatically updated to cleaning in PRogress, then CLeaned by the cleaning staff using the room telephone in the appropriate manner (see “Set automatic control of room cleaning status”).

If you use maid IDs, you can append the maid ID to a room's cleaning status from the Background Terminal, or the maid can send it from the guest room telephone when the cleaning status is changed (see “Set cleaning status from room telephone”).

The maid ID is a one- to four-digit number that should be unique for each member of the cleaning staff. The maid ID only appears on Room Status Display messages, so you must have display messages for room status turned on at one of your terminals to keep a record of the maid ID.

To include the maid ID in a room status Set command:

SEt SStatus dn status **MI** xxxx <**CR**>

where xxxx is the one- to four-digit maid ID number.

Note: The maid ID can only be included with a Set command that changes a room's cleaning status.

Class of Service

By changing a telephone's Class of Service, you can restrict guests from making certain types of calls. There are four levels of restrictions to choose from:

- SCOS (CO OF)
- CCOS
- E1
- E2

System Class of Service (SCOS) is the basic default level and usually has the fewest restrictions.

Controlled Class of Service (CCOS) is used to restrict the type of calls a guest can make from the telephone.

Enhanced Controlled Class of Service (E1 and E2) simply adds two more levels of restrictions to increase the flexibility of your system.

For example, a telephone with SCOS is allowed to make toll and CO calls as well as room-to-room calls, while a telephone placed in CCOS can only make room-to-room calls. Toll and CO calls are not allowed. This feature is useful if a guest continues to use a room after the bill has been paid.

Your Class of Service restrictions may vary from this example. Check with your System Administrator if you are not sure of your Class of Service restrictions.

Examples using the Set command for Room Status

Input	Comments
SEt SStatus 1203 CHeck(IN) <CR> SEt SStatus 0904 CHeck OUT <CR> SEt SStatus 1427 OCcupied <CR> SEt SStatus 2218 VAcant <CR> SEt SStatus 4442 REquested <CR> SEt SStatus 4443 CLeaned MI 14 <CR> SEt SStatus 1243 SAle <CR> SEt SStatus 2234 COntrol <CR> SEt SStatus 2236 COntrol Off <CR> SEt SStatus 1208 LAnguage 2 <CR> SEt SStatus 1209 LAnguage SP <CR> SEt SStatus 1405 VIp <CR>	One DN— checked in checked out occupied vacant cleaning requested cleaned by maid with ID number 14 ready for sale Controlled Class of Service System Class of Service language number 2 language Spanish VIP (personal wake-up call)
SEt SStatus 3322 CHeck OUT <CR> 3328 <CR> 3342 <CR> 3563 <CR> 4788 <CR>	A group of non-consecutive DNs all checked out.
SEt SStatus 4402 4408 COntrol <CR>	A group of consecutive DNs using inclusive DN range.
SEt SStatus 22XX SKipped <CR>	A group of consecutive DNs using X substitution (2200 to 2299).
SEt SStatus ALI PRogress <CR>	All DNs cleaning in progress.

Set ready-for-sale criteria

A Room Status **SEt** command using the word **SAle** will always change the status of the room(s) you specify to **VAcant** and **PASsed**. But you may wish to make the **PRint** and **FInd** commands less strict, so that more rooms are printed out as being available for sale.

All the possible criteria you can add are:

REquested
PRogress
CLeaned
FAiled
SKipped
OCcupied

- To set ready-for-sale criteria:

SEt Option SAle state(s) (ON) <CR>

- To turn off, use the word **OFF** instead of **ON**. You can use any states you require in the command. The word **ON** or **Off** must come at the end, and you cannot turn items on and off in the same line.

Note: If you do not include any states in the command, all six items will be turned on or off. For example, **SEt Option SAle ON <CR>** will set all six items in the list on. (The word **ON** is not optional in this case.)

- To see what ready for sale criteria are currently set (look for the word **SAle** in the reply):
(PRint) Option <CR>

For example, you wish to include rooms with cleaning in **PRogress** or **CLeaned** status in the rooms for sale printout:

SEt Option SAle PRogress CLeaned (ON) <CR>

Then when you use the command **PRint Status ALl SAle <CR>**

The reply will include all rooms that have status **PRogress** and **CLeaned**, as well as **VAcant** and **PASsed**. The command **SEt Status 1205 SAle** will still change the status of that room to **VAcant** and **PASsed**.

Set automatic control of room cleaning status

Room cleaning status can be updated in two ways: automatically or by code entry from the room telephone. The status of all occupied rooms can be automatically changed to cleaning REquested every day at a particular time. Between the hours that you specify, cleaning staff can use the room telephone to signal that the room is being cleaned. When the room telephone handset is picked up and left off-hook, cleaning status will be changed to cleaning in PRogress. When the handset is replaced, the room's status will be changed to CLeaned (no maid ID is sent). See "Set cleaning status from room telephone" for other methods the cleaning staff can use to change a room's cleaning status.

- To set the off-hook detection period, and the automatic change of status to cleaning REquested:

SEt Option Time DETect hour1 hour2 <CR>

At hour1 all occupied rooms will be set to cleaning REquested. Between hour1 and hour2 cleaning status changes are detected from room telephones.

Note: Use a 24-hour clock. Hour2 must be greater than hour1. If no hour2 is typed, midnight will be assumed.

- To set the automatic change of occupied rooms to cleaning REquested:

SEt Option Time REquest hour1 <CR>

- To cancel off-hook detection:

SEt Option Time DETect OFF <CR>

Note: This cancels off-hook detection only. It does not affect the automatic change of cleaning status to cleaning REquested at the hour1 that was originally input.

- To turn off the automatic change of cleaning status of all occupied rooms to cleaning REquested:

SEt Option Time REquest OFF <CR>

- To find out which times, if any, are currently set (look for TIME DETECT and REQUEST in the reply):

(PRInt) OPTion <CR>

Set cleaning status from room telephone

In addition to off-hook detection, there are two ways the cleaning status of a room can be changed by the cleaning staff.

Dial access

Cleaning staff can update the status of a room by dialing a SPRE code from the room telephone. The SPRE (Special Prefix) code is a one- or two-digit code that your system administrator can provide for you. To allow this, type:

SEt Option Time Dial (ON) <CR>

To disallow, use OFF in place of ON.

To change a room's cleaning status from the room telephone, use the following procedure.

- 1 Lift the handset and dial SPRE + 86.
- 2 Using the dial pad, enter the one-digit cleaning code as follows:
 - 1 = cleaning requested
 - 2 = cleaning in progress
 - 3 = room cleaned
 - 4 = passed inspection
 - 5 = failed inspection
 - 6 = cleaning skipped
 - 7 = not for sale

If you hear regular dial tone, you are finished. If you hear a special tone, the system is asking for the maid ID. To enter the maid ID:

- 3 Dial * followed by the one- to four digit maid ID number. If you make a mistake, press * and try again.
- 4 Dial # .
- 5 Hang up when the room is cleaned.

Note 1: The maid ID is recorded only in Room Status display messages. If no maid ID is entered, the Background Terminal has no record of the maid.

Note 2: A room telephone can only change its own status. To change the status of other rooms, you must use a Room Status key on the telephone.

Key access

Your system may have telephones equipped with a Room Status (RMK) key. These can update cleaning status of other rooms. You cannot turn this option on and off, but you can choose whether or not to have such changes displayed (See “Display Room Status events”).

- 1 Press the RMK key and dial the Directory Number of the room to be changed.
- 2 Using the dial pad, enter the one-digit cleaning code as follows:
 - 1 = cleaning requested
 - 2 = cleaning in progress
 - 3 = room cleaned
 - 4 = passed inspection
 - 5 = failed inspection
 - 6 = cleaning skipped
 - 7 = not for sale

To enter the maid ID (if required):

- 3 Dial * followed by the one- to four digit maid ID number. If you make a mistake, press * and try again.
- 4 Press the RMK key to end the procedure.

Note: The maid ID is recorded only in Room Status display messages. If no maid ID is entered, the Background Terminal has no record of the maid.

Set check-in, check-out parameters

Options you can set allow the check-in and check-out commands to perform a number of operations automatically.

The following options are associated with the Room Status feature:

COntrol	System Class of Service upon check-in, Controlled Class of Service upon check-out
E1 / E2	Enhanced Controlled Class of Service (1 or 2) upon check-in, Controlled Class of Service Restriction level upon check-out
DNd	Automatic cancellation of Do-Not-Disturb upon check-out
LAanguage	Reset language to zero (0) upon check-out
MWl Message	Waiting lamp turned off upon check-out
REquest	Automatic cleaning request upon check-out
SL1	Allow use of SL-1 telephone Control COS key for check-in and -out
TL	Verify set is connected (BAD LAMP message is printed if a set checked with the TL command is disconnected)
WAKE	Cancellation of Automatic Wake-Up calls upon check-out
VIp	Remove VIP status upon check-out

Use the abbreviations listed above in place of “item” in the commands listed below:

- To set check-in, check-out parameters:
SEt OPTion CHeck item (ON) <CR>
- To set more than one option at the same time:
SEt OPTion CHeck item item (ON) <CR>
- To remove a check-in/check-out status option:
SEt OPTion CHeck item OFF <CR>

Additional information

Items cannot be set on and off in the same command, and the word ON or OFF always comes at the end.

Once you have activated automatic Class of Service control, the telephone Class of Service of a guest room DN is automatically set to SCOS when the guest is checked in with the CH command. Guest check-out automatically sets the Class of Service back to CCOS. If this is not desirable, guest room DN Class of Service can be set manually from the terminal (see “Set Room Status to Controlled Class of Service” and “Set Room Status to System Class of Service”).

Assign guest room categories

Guest rooms can be classified by category to identify location, price range, facilities, and so on. A room can only be assigned one category. Each category is given a number in the range 1-15 (0 = no category) and can also be given a four-letter name. The name or number can then be used in requesting printouts of rooms with particular features. For example, **(P)rint (S)tatus ALl VAcant KTCH <CR>** could be used to provide a list of all vacant rooms with kitchen facilities.

- To set a room to a particular category number:

SEt STatus dn CAteGory n <CR>

where n is a number in the range 1-15.

To set a group of rooms to a category number (consecutive group):

SEt STatus dn1 dn2 CAteGory n <CR>

To set a group of rooms to a category number (X substitution):

SEt STatus dnx CAteGory n <CR>

- To give a category a four-letter name:

SEt OPTion CAteGory n name <CR>

where n is the category number, and name is the category name (1 to 4 letters).

To change the name:

SEt OPTion CAteGory oldname newname <CR>

- To remove a category name without replacing it with a new name, use zero as the new name:

SEt OPTion CAteGory name 0 <CR>

Find current room status

You can use your terminal to find the current status of guest rooms. The **FIND** command allows you to retrieve one DN at a time. If you include a particular status in your command, you can search for DNs with the status you have named. After you have retrieved one DN by typing the full command, you can find the next one simply by typing **FInd**.

- To find the status of one DN:

FInd SStatus dn <CR>

To find the status of the first DN in a group of consecutive DNs:

FInd SStatus dn1 dn2 <CR>

To find the status of the first DN in the whole system:

FInd SStatus ALI <CR>

You may add a status condition at the end of any of the commands above. For a group of consecutive DNs the command would be **FInd SStatus dn1 dn2 status**. Then only DNs with the status you name will be retrieved.

- To find the next one, type word **FInd** and **<CR>**.

Additional information

If you enter a **FInd** command with only one DN in it and you do not name any status condition, that DN's status will be printed.

If you enter only one DN and you name a status, the **FInd** command will begin looking for a DN with that status, starting at the DN entered and ending with the largest DN in the system. It will print the first one it finds.

For a group of DNs, the second DN entered must be a higher number than the first.

If there is no DN in the range you specify with the status you name, the message **NO DATA FOUND** is printed.

The word **FInd** all by itself is valid only immediately after a **FInd** command which produced non-zero results (any result other than **NO DATA FOUND**).

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Examples of the Find command for Room Status

Find Satus 1143 <CR>

STATUS 1143 OCC REQD UNR CAT: 5 LANG: 0

One DN

Find SStatus 2401 2404 <CR>

STATUS 2401 OCC REQD UNR MWL CAT: LANG: 0

Find <CR>

STATUS 2402 VAC PASS COS MWL CAT: LANG: 0

Find <CR>

STATUS	2403	VAC	CLND	COS	MWL	SAL	CAT:	LANG: 0
						E		

Find <CR>

STATUS 2404 OCC CLND FR1 DND CAT: LANG: 0

Find SStatus 3200 3205 VAcant <CR>

STATUS 3200 VAC REQD COS CAT: LANG: 0

A group of consecutive DNs—find vacant rooms. 3200 is the first vacant room in the group.

Find <CR>

STATUS	3201	VAC	PASS	COS	SAL E	CAT:	LANG: 0	VIP
--------	------	-----	------	-----	----------	------	---------	-----

3201 is the next vacant room. It is also a VIP room.

Find <CR>

STATUS	3204	VAC	CLND	COS		SAL	CAT:	LANG: 0
						E		

3204 is the next vacant room.

Find <CR>

NO DATA FOUND

There are no other vacant rooms in this group.

Print current room status

You can use your terminal to print the current status of a guest room DN. This can be done for a single DN, a group of consecutive DNs or all DNs. If you include a particular status in your command, the output shows only those rooms with the status requested. If you do not include any status in your command, the status of all requested rooms is printed.

- For one DN:
(Print) **S**tatus dn **<CR>**
- For a group of consecutive DNs:
(Print) **S**tatus dn1 dn2 status **<CR>**
- For all DNs:
(Print) **S**tatus **Al**l status **<CR>**

Additional information

You can specify any of the following status indications.

SA	ready for sale	CO OF	System Class of Service
NS	not for sale	E1	Enhanced Controlled Class of Service 1
OC	occupied	E2	Enhanced Controlled Class of Service 2
VA	vacant	DN	Do Not Disturb
RE	cleaning requested	DN OF	Do Not Disturb off
PR	cleaning in progress	MW	Message Waiting Lamp on
CL	cleaned	MW OF	Message Waiting Lamp off
PA	passed inspection	CA n	category (either number or name)
FA	failed inspection	LA n	language number
SK	cleaning skipped	LA id	language identifier
CO	Controlled Class of Service	VIp	VIp (personal wake-up call)

You can use X substitution (see “Define options for the Set command”). For example 120X refers to DN 1200 to 1209.

When you set a DN to SAle (see Set Room Status to Ready for Sale), it is always set to VAcant and PAssed (inspection). However, when you print rooms with SAle status, you may get rooms in other conditions as well, because the criteria for printing rooms available for sale can be altered (see “Set ready-for-sale criteria”).

Typing ***** will stop a job currently in progress at your own terminal (for example, a long printout you realize you don't need).

After some system problems, blocks of * characters may be printed in the occupancy and cleaning fields to show they are no longer valid. If this happens, enter the missing status information.

Examples of the Print command for Room Status

(P)rint S)tatus 1206 <CR>

STATUS	1206	VAC	CLND	COS		SAL	CAT:	LANG: 0	VIP
						E			

One DN—the current status of DN 1206 is printed.

(P)rint S)tatus 1200 1233 SA <CR>

STATUS	1202	VAC	PASS	COS		SAL	CAT:	LANG: 0
						E		
STATUS	1207	VAC	CLND	COS		SAL	CAT:	LANG: 0
						E		
STATUS	1214	VAC	PASS	COS		SAL	CAT:	LANG: 0
						E		

A group of consecutive DNs with SALE status—all those with SALE status are printed.

(P)rint S)tatus 8000 8004 <CR>

STATUS	8000	VAC	NSAL	COS			CAT:	LANG: 0
STATUS	8001	OCC	CLND	UNR	MWL		CAT:	LANG: 0
STATUS	8002	OCC	SKIP	FRE		DND	CAT:	LANG: 0
STATUS	8003	OCC	REQD	UNR	MWL		CAT:	LANG: 0
STATUS	8004	VAC	PROG	COS			CAT:	LANG: 0

A group of consecutive DNs—the current status of all DNs in the group is printed.

(P)rint S)tatus ALI VA <CR>

STATUS	1106	VAC	PASS	COS		SAL	CAT:	LANG: 0
						E		
STATUS	2214	VAC	NSAL	COS			CAT:	LANG: 0

All DNs—all DNs with VACANT status are printed.

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(PPrint) SStatus ALI <CR>

STATUS	1001	VAC	PASS	COS		SAL	CAT:	LANG: 0
						E		
STATUS	1002	OCC	REQD	UNR	MWL		CAT:	LANG: 0

All DNs are printed.

Call Party Name Display

Description

Call Party Name Display allows the identification of callers (usually by name) to appear on displays of receiving M2008, M2216, M2317 and M2616 telephones, and M3000 Touchphones.

Call Party Name Display information for room telephones can be created or changed by entering a command from a Background Terminal.

You can also get a printout of the Call Party Name Display information for one or more rooms.

Set room for Call Party Name Display information

— To enter a Call Party Name Display name for a DN:

SEt CPnd dn "cpnd-name" (xpln) **LAanguage** lang **CHeck (IN) VIp** <CR>

where:

(dn) is the DN for a station set

"cpnd-name" is the new CPND name, up to 27 characters

(xpln) is the expected name length (optional)

(lang) is the language number or two-letter identifier

VIP identifies the guest as receiving a personal wake-up call

The information you enter overrides any other existing information associated with the defined DN.

Example:

SEt CPnd 1241 "Ms. R.C. Brown" LAanguage EN VIp<CR>

Additional information

If the confirm option is on, the following confirmation message will be printed:

CPND dn cpnd-name xpln

The keywords **SEt**, **CPnd** and **LAanguage** can be shortened to the first two letters.

The keywords **CHeck (IN) / OUt**, **LAanguage** (and its identifier) and **VIp** are optional.

If the names entered have more characters than the maximum allowed, an error message is printed and you must reenter the name with fewer characters.

If you do not specify the DN or if the DN is the wrong type, the command will be rejected with an error message **BAD DN**.

Print Call Party Name Display information

You can use your terminal to print the name associated with a particular DN or names associated with a group of DNs.

- To print the name associated with a particular DN or names associated with a group of DNs:

PRint CPnd dn <CR>

where dn is the DN of a station telephone set or a range of DNs, such as dn1, dn2, dn3, and so on, or 2xx9, or AL1 for all defined DNs.

Additional information

If the confirm option is on, the following confirmation message will be printed:

CPND dn "cpnd-name" xpln

The keywords can be shortened to the first two letters.

Example:

PR CP 1241 <CR>

System administration and configuration

This section explains how you can customize the Background Terminal to meet your particular requirements. By configuring the system to best suit your needs, you can perform your daily tasks quickly and efficiently.

System options

- assignment of terminal capabilities such as read only, read/write, and print only
- assignment of unique identification codes to terminals
- restricting terminal access to features
- directing printouts to specific terminals
- assigning automatic daily routines
- allowing or denying range entry for room DNs
- allowing or denying the substitution of X in a room DN
- provision of a confirmation message each time data is manually changed by entering a terminal command
- assignment of unique two-letter language identifiers for use with Automatic Wake-Up

Individual feature options

Automatic Wake-Up

- set automatic display of particular types of wake-up events as they happen
- set the activation time for secondary wake-up announcement

Message Registration

- set a unit cost figure to generate total call charges for metered calls
- set the automatic display option for particular DNs on for some, off for others

Room Status

- set the ready for sale print criteria
- set the language for Automatic Wake-Up messages
- set the time for automatic update of room cleaning status
- define automatic room status applied with check-in command
- set automatic display of room status changes from particular sources as they happen
- assign guest rooms to categories

Call Party Name Display

- set CPND name assignments for eligible DNs

Set port identification codes

The ports or terminals in your system each have a number to identify them. They can also be assigned a two-letter port ID; to print something at a terminal other than the one you are typing at, that terminal must have a port ID. The port ID can be two letters or a letter and a number. It cannot be completely numeric.

- To assign a two-letter port ID to a terminal:

SEt OPTion Identifier nn id <CR>

where:

nn = port number

id = two-letter ID

- To change the port ID of a terminal:

SEt OPTion ID oldname newname <CR>

Note: The following combinations of letters cannot be used (because they are used in commands):

AU FI IS LO ME OP PO PR SESTTR WA

Set system configuration

This section describes how to set which terminals will be allowed to perform which functions. There are two basic types of restrictions you can make.

- Restrict terminal to a feature or features. A terminal can be allowed to set Automatic Wake-Up, Message Registration, Room Status, or Call Party Name Display only, or any combination of these features.
- Restrict access to data. A terminal can be allowed to either change values or just read information. A terminal can be assigned to print reports, or to display messages. For just printing or display, you can use a printer which does not have a keyboard.

Restrict terminal from setting features

- To allow a particular terminal to set system features:
SEt Option Port portID item(s) **(ON)** <CR>
- To deny a particular terminal to set system features:
SEt Option Port portID item(s) **OFF** <CR>
- To see what all the terminals in your system are currently set to (see Print Terminal Setting for a sample listing):
(P)rint Port <CR>

Additional information

The choices you can use as items in the commands listed above are:

MEter
OPtion
STatus
WAKE
Call Party Name Display

An OPTION terminal is one which can change the configuration and the options for the whole system. You must retain at least one terminal as the OPTION terminal.

Any combination of features is possible. For example, a terminal which can be used for both Room Status and Automatic Wake-Up, but not for Message Registration, would be set to STATUS WAKE.

Restrict terminal from access to data

- To allow access to data:
SEt Option Port portID item(s) (ON) <CR>
- To restrict access to data:
SEt Option Port portID item(s) Off <CR>
- To allow a terminal to read data but not change it:
SEt Option Port portID REad (ON) <CR>
- To designate a terminal as a printer:
SEt Option Port portID PRint (ON) <CR>
- To prevent a terminal from being able to change data:
SEt Option Port portID SEt Off <CR>

Additional information

The choices you can use as items in the commands listed above are:

SEt	can change data
REad	read only cannot change data
DIsplay	displays messages (see “Display Messages: General”)
PRint	prints reports requested at another terminal

Any combination of these is possible.

You can combine feature restriction and access restriction. When typing the command the feature comes first, the access second. For example,

SEt Option Port portID Wake DIsplay (ON) <CR>

would assign to this terminal the job of displaying wake-up messages.

SEt Option Port portID MEter PRint (ON) <CR>

would assign this terminal to be the printer for the Message Registration feature.

Note 1: You must have one Option terminal which can reset system options if you need to in the future.

Note 2: Only one terminal can have its restrictions changed in one command line. You may use either its number or its two-letter port ID to identify it.

Note 3: You cannot turn options ON and OFF in the same command. The word ON, or OFF, always comes at the end.

Note 4: To set everything OFF for a particular terminal, type
SEt Option Port portID OFF <CR>

Examples using the Set command to restrict or allow terminals' access to features

Input	Comments
SEt Option Port portID Wake (ON) <CR>	Turn on Automatic Wake-Up to terminal with this portID.
SEt Option Port portID SStatus Off <CR>	Turn off Room Status to terminal with this portID.

Managing access restrictions in large systems

Especially for a large system, configuring terminal access can seem complicated. A suggested procedure would be to:

- 1 Decide what you want each terminal to do, on paper.
- 2 Decide which terminal will be the Option terminal, retaining control over what the others can do.
- 3 Using this terminal, turn OFF everything on each of the others (see Note 4 above).
- 4 Turn ON what you want.

Define options for the Set command

The four options you can define for the Set command are:

ALL
X substitution
RANGE
CONFIRM

You may choose to disallow the setting of all DNs to some value.

- To disallow the setting of all DNs to some value:
SEt Option ALl Off <CR>
- To disallow the use of X to represent all possible values 0-9 of a digit in a DN, so that groups of DNs which have some pattern may all be SET to some value:
SEt Option X Off <CR>

Example:

A certain class of rooms ends with 6.
12X6 will set 1206, 1216, 1226, 1236, and so on.

All rooms on the 14th floor have DNs which start with 14.
14XX will set 1400 — 1499 to some value.

- To disallow a sequential range of DNs to be set to a value by giving the first and last numbers in the range:
SEt Option RAnge Off <CR>

Note: If the RANGE option is set off, ALL is also set off.

- To disallow your input to be echoed or repeated on the line underneath for confirmation:
SEt Option COntain Off <CR>
- To turn all options off:
SEt Option Off <CR>
- To turn all options on:
SEt Option ON <CR>

Additional information

More than one option can be entered on each command line. For example, **SEt OPTion X COnfirm OFF <CR>** will turn off both X substitution and the confirmation echo.

The word **OFF** always comes at the end. If an option is turned off, and someone attempts to type a command using it, the message **COMMAND OFF** will appear.

To turn these options back on, simply use the word **ON** in place of the word **OFF**. For example, to turn the **ALL** option and the **RANGE** option back on: **SEt OPTion ALl RAnge ON <CR>**

To find out which options are set on and which are set off: **(P)rint) OPTion <CR>**

In the chart which is printed as a response, look for the words **ALL**, **RANGE**, **CONFIRM** and **X RANGE**.

Print option setting

You can use your terminal to print out the current Background Terminal settings with this command:

— **(P)rint (O)ption <CR>**

The options are:

set options—ALL, CONFIRM, RANGE, X RANGE
guest room category names
for sale definition
check-in/check-out definition
unit cost amount for metered calls
display control
time selection and cleaning status update methods
terminal IDs and functions

Additional information

When your Meridian 1 system first comes into service, some options are set ON, and others OFF.

Type the command to find out how the options are set.

Example print out of system options

ALL	ON										
CONFIRM	OFF										
RANGE	ON										
X RANGE	ON										
CATEGORY	1: 1BED		2: 2BED		3: KTCH		4:		5:		
	6:		7:		8:		9:		10:		
	11:		12:		13:		14:		15:		
CHECK	CO	DN	MW	RE	TL	WA	LA	VI			
DISPLAY	ME	ST:	DE	CC	DI	RM	WA: AN	RE			
SALE	PA VA										
TIME	DETECT		OFF								
	DIAL		ON								
	RAN2		OFF								
	REQUEST		OFF								
LANG	0: EN		1: SP		2: GR		3: FR		4: JP		5: CH

00 PORT 0	WA: SE	** DI	ME: SE	** **	OP: SE	** **	ST: SE
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Print terminal setting

You can print a list showing the number, name, and setting for each terminal.

- To find out the ID and current setting of all terminals in your system:
(P)rint (P)ort <CR>

Example printout:

```
04 PORT HC WA: SE ** ** ME: ** ** ** OP: ** ** ** ST: ** ** **
```

(Terminal 4, also called HC is a SEt terminal for wake-up. Asterisks (*) mean that other functions are turned off for this terminal).

Within each feature, the order of functions is:

SEt or REad, PRint, DIspay.

- To find out the terminal number and the port ID of the terminal you are currently using:
*** <CR>**

The reply will look something like this:

```
TTY 01 SCH MTC TRF BUG BGD CUST 03AC 1236
```

On the left the first item specifies the kind of device you are using (in this case, TTY for teletype). The number next to it is your terminal number (in this case, 01).

At the far right the last number is the time (12:36 in this case). Next to it is your port ID, if you have assigned one (in this case, AC).

Display messages

A terminal can display messages showing each change to the information stored as that change happens. For example, every time a wake-up call is answered, or every time a room status changes, it can be displayed. If your terminal is attached to a printer, it provides a traceable record of events.

You can choose to print some or all of the display messages for one, two, or all three features. For each feature, if you want display, you must:

- assign a terminal to show the display messages
- decide what is to be displayed, and turn these displays on.

To see which displays are turned on and which off, type
(P)rint) O)ption <CR>

In the chart which is printed, look at the line beginning with DISPLAY.
(An example of the chart is shown in “Print Option Setting”).

Display wake-up events

- To assign a terminal for wake-up display:
SEt Option Port portID WAKE Display (ON) <CR>

Wake-up events which can be displayed as they happen are:

ENTRY the attendant (or guest) enters or cancels the wake-up call request

ANSWER the wake-up call is made, and answered by the guest

RETURN the call is returned to the attendant

- To display wake-up events, the basic command structure is
SEt Option Display event(s) (ON) <CR>

For example, to have a message displayed whenever a call is returned to the attendant:

SEt Option Display RETURN (ON) <CR>

You can choose more than one of these events in the same command. For example, to display calls entered and calls answered but not calls returned to the attendant:

SEt Option Display ENtry ANswer (ON) <CR>

- To display all three types of events:
SEt Option Display WAKE (ON) <CR>
- To stop the display of wake-up calls being answered:
SEt Option Display ANswer OFF <CR>

You can turn off more than one display at the same time. For example, to turn off the display of calls answered and calls being returned to the attendant:

SEt Option Display ANswer RETURN OFF <CR>

The word OFF always comes at the end. Also, you cannot turn displays ON and OFF in the same command.

A typical display message would look like this:

WAKE UP 5006 NONE ATTN ENTR TO 6:45 AT 16:00

Words which may appear:

ATTN ENTR	attendant entry
SET ENTR	guest entry
ATTN RETN	call returned to the attendant.
TERM CHG	terminal change.
CALL ANS	call answered by the guest.
SYST BLKD	system blocking caused the attendant return.
EQPD FAIL	a hardware failure caused the return.
ATTN DEL	the attendant cancelled a call.
SET DEL	guest cancelled a call
CHK DEL	a room status check out command cancelled a wake-up call.
LNG(#) FAIL	recording for language number (#) failed or cannot be accessed
NONE	used instead of a time when there is no call time scheduled
VAWU ANS	VIP wake-up call answered by guest
VAWU NOAN	VIP wake-up call not answered by guest
VAWU CANC	VIP wake-up call cancelled by attendant

Display message registration events

The three steps you must take to have meter changes displayed are:

- 1 To assign a terminal for meter display:
SEt Option Port portID MEter DIisplay (ON) <CR>
- 2 The system DISPLAY option must be turned on to have any meter changes displayed. To turn on the system meter display:
SEt Option Display MEter (ON) <CR>

To turn it off again, just replace ON with OFF.
- 3 The meter for an individual DN must have its own display turned on as well if you wish to display changes to it. This gives you the choice of turning all meter displays on, or only those you require. To turn the display of a particular meter or groups of meters on or off, refer to “Turn meters ON and OFF.”

A typical display message would look like this:

```
ROOM METER    1235    DISP 40    TO    DISP 42    AT 16:00
```

(The value of the meter for DN 1235 was changed from 40 to 42 at 4:00 p.m.).

Display room status events

- To assign a terminal for room status display:
SEt OPtion POrt portID status DIsplay (ON) <CR>
- To turn on the display of room status changes:
SEt OPtion DIsplay status (ON) <CR>
- To turn it off:
SEt OPtion DIsplay status OFF <CR>

Particular sources of input can be displayed or not displayed as required. Command format is the same, using one or more of the following items in place of SStatus. The choices are:

CCos	CONTROL COS key on an SL-1 telephone
DEtect	off-hook detection of room telephone
Dial	dial access using room telephone
RMk	Room Status key on an SL-1 telephone
TErminAl	changes entered by typing at a terminal

Refer to “Set automatic control of room cleaning status” and “Set check-in, check-out parameters” for additional information.

- To turn on one of the STATUS options:
SEt OPtion DIsplay item(s) (ON) <CR>

To turn any of these off, use OFF in place of ON.

The word ON or OFF always comes at the end, and that items cannot be turned ON and OFF in the same line.

Example of a Room Status display message

ST source	5402	COL1	COL2	COL3	COL4	COL5	COL6	COL7	COL8	COL9	
	xxxx	COL1	COL2	COL3	COL4	COL5	COL6	COL7	COL8	COL9	AT tt:tt

where:

- Column 1 = vacant or occupied
- Column 2 = cleaning status
- Column 3 = telephone Class of Service
- Column 4 = MWL (message waiting lamp on) or blank
- Column 5 = DND (do not disturb on) or blank
- Column 6 = SALE if ready for sale, or blank
- Column 7 = category
- Column 8 = language
- Column 9 = VIP or blank
- xxxx = Maid ID (one to four characters, default is blank)
- AT tt:tt = time when the change occurred

The first line shows the source of the change, the DN and the former status, immediately before the change occurred. The second line shows the new status. At the end of the second line is the time when the change took place.

After some system problems, blocks of * characters may be printed in the occupancy and cleaning fields (columns 1 and 2) to show they are no longer valid. If this happens, enter the missing status information.

The second line of a display message may be replaced by a warning:

ERR: NO LAMP An attempt was made to turn a Message Waiting or Do Not Disturb condition on or off, and the room telephone has no lamp.

ERR: BAD LAMP The lamp is not functioning properly.

ERR: NO SALE Operations such as check-in were attempted on a room which is not for sale (NS).

ERR: NOT VAC A check-in was attempted for a room which is already occupied.

ERR: NOT OCC A check-out was attempted for a room which is not occupied.

These warnings will also appear in a confirm message (see “Define options for the Set command”) in the same circumstances.

Generate automatic daily routines

You can program your terminal to automatically process certain commands at the same time each day. The time-of-day the command will be processed and the command to be processed are entered into an Automatic List. These commands will be processed each day at the time you specify until you remove the command from the list. You can enter up to 10 automatic jobs.

- To put a command on the list:
AUautomatic hhmm command <CR>

where:

“hhmm” is the time you want the report produced on a 24-hour clock

“command” is the command you want processed automatically, just as you would normally enter it

- To print the contents of the automatic list:
(Print) **AU**automatic <CR>

You will receive a copy of the contents of your automatic job list. Each command in the list has a number in the range 1-10.

- To remove a command from the automatic list:

Print the list, as described above, to find the number of the command you wish to remove, then use the following command to remove it:

SEt **AU**automatic nn **OF**f <CR>

where nn is the number of the item you wish to remove from the list.

Examples of the AUTomatic command to generate automatic daily routines**AUTomatic 900 (PReint) STatus ALI <CR>**

Add a command to the list. (This command tells the system to print the status of all guest rooms at 9:00 each morning.)

AUTomatic 1730 (PReint) MEter 4201 4225 <CR>

Add a command to the list. (This command tells the system to print all non-zero telephone meters from DN4201 to 4225 at 5:30 each afternoon.)

SEt AUTomatic 1 Off <CR>

Remove item 1 from the list.

(PReint) AUTomatic <CR>

Print the contents of the Automatic List. If it contained the two items above, it would look similar to this:

01	AUTO	AT	9:00	AB	PR	ST	0	9999
02	AUTO	AT	17:30	CD	PR	ME	4201	4225

* 0-9999 represents ALL.

Printing at other terminals

You can ask to have a report printed at a terminal other than the one where you type the command. Simply replace the word **PRint** in any print command with the two-letter port **ID** where you want the printout. When you do this, the command is placed on your Automatic List for the few moments until printing occurs, and then removed. This temporary command would appear as **TEMP** if you printed your list.

Examples:

ZZ MEter ALI <CR>

Print all meter values, now, at terminal **ZZ**.

**AUtomatic 2130 ZZ MEter ALI
<CR>**

Print all meter values automatically at 9:30 each evening, at terminal **ZZ**.

If the automatic list becomes full

If your list becomes full because of a temporary command, you will get a message **TRY AGAIN**. Simply wait a few minutes and type in your command again.

If your list already has 10 entries and you try to add item 11, you will get a message **LIST FULL**. You must remove an item before you can add a new one. An automatic cleaning requested procedure (see “Set automatic control of room cleaning status”) always uses list entry 10 and will not be shown as a list member.

Print system traffic

The traffic printout shows system activity for a 24-hour period. It gives wake-up call statistics and display message statistics.

— To request the traffic printout:

(PRint) TRaffic <CR>

To have it printed at another terminal, replace the word PRint with the port ID where you want it printed.

To have it printed at the same time every day, add this command to the automatic list (see “Generate Automatic Daily Routines”). The format for a traffic printout is shown below:

Example traffic printout

SYSTEM	DD(a)	TIME	0:00(b)			
WAKEUP	dd(a)	0000(c)	0000(d)	0000(e)	0000(f)	0000(g)
	0000(h)	0000(i)	00.0(j)	00.0(k)		
DISP TOT	0000(l)	0000(m)				
PORT	p*(n)	0000(o)	0000(p)			

Note: The letters in brackets are not part of the printout and are only used for reference.

- (a) date
- (b) time
- (c) total number of wake-up calls
- (d) total number of calls answered after one attempt
- (e) total number of calls answered after two attempts
- (f) total number of calls answered after three attempts
- (g) total number of calls returned to the attendant
- (h) number of times a full time interval caused an attendant entry failure
- (i) average call answer time in seconds
- (j) average call holding time in seconds
- (k) number of times the default RAN routes used due to language RAN failure
- (l) total number of display messages
- (m) total number of display messages that failed
- (n) port ID or a terminal number
- (o) total number of display messages on the port
- (p) total number of display messages on the port that failed

Set do not disturb and message waiting lamp

The Do Not Disturb condition is normally controlled from the Attendant Console and the Message Waiting Lamp by the Message Center attendant. Also, both of these can be set OFF automatically by the check-in and check-out commands (see “Check-in, check-out parameters”). If for some reason you need to turn one of these on or off using a terminal, use the following commands.

- To turn on a Message Waiting Lamp:
SEt SStatus dn MWI (ON) <CR>
- To turn on a Do Not Disturb indication:
SEt SStatus dn DNd (ON) <CR>
- To turn off, use OFF in place of ON.

Additional information

As with other SEt SStatus commands, a consecutive group of DN's, X substitution, and ALI can be used if you have allowed them.

The confirm message, if the confirm option is set ON, will show if the lamp on a room telephone set does not exist (**NO LAMP**) or is not functioning properly (**BAD LAMP**).

Command summary

Automatic Wake-Up

(P rint) W ake dn	Print wake-up call time for one DN.
(P rint) W ake dn1 dn2	Print wake-up call times for a consecutive group of DNs.
(P rint) W ake A ll	Print wake-up call times for all DNs.
F ind W ake dn1 dn2	Find the first DN in a consecutive group with a call time set.
F ind	Find the next one. (Follows the previous command.)
S et W ake dn T ime hhmm	Set wake-up call time for one DN.
S et W ake dn1 dn2 (T ime) hhmm	Set wake-up call times for a consecutive group of DNs.
S et W ake dn T ime O ff	Cancel one wake-up call.

Message Registration

(P)rint METER dn	Print meter value for one DN.
(P)rint METER dn1 dn2	Print meter values for a consecutive group of DNs.
(P)rint METER ALI	Print meter values for all DNs.
(P)rint METER ALI condition	Print meter values for all DNs in the given condition, for example ZERo.
(P)rint METER dn1 dn2 CUsomer	Print meter values for a consecutive group of DNs and the Customer meter.
FInd METER ALI	Find the first DN in the whole system with a non-zero meter.
FI	Find the next one. (Follows the previous command.)
SEt METER dn ZERo	Set one meter to zero.
SEt METER ALI ZERo	Set all meters to zero.
SEt METER CUsomer ZERo	Set the Customer meter to zero.
SEt METER dn VAlue n	Set one meter to the value given.
SEt METER dn1 dn2 VAlue n DIsplay ON/OFF	Set a consecutive group of meters to value given (with display on or display off).
SEt METER dn ON/OFF	Turn a meter for one DN on or off.
SEt METER ALI ON/OFF	Turn all meters on or off.

Room Status

(P)rint S)tatus dn	Print the current status of one DN.
(P)rint S)tatus dn1 dn2	Print the current status of a consecutive group of DNs.
(P)rint S)tatus dn1 dn2 status	Print all the DNs in the group which are in the specified status.
(P)rint S)tatus ALl	Print the current status of all DNs.
(P)rint S)tatus ALl status	Print all DNs which are in the specified status.
F)ind S)tatus dn1 dn2 status	Find the first DN in a consecutive group with the given status.
F)I	Find the next one. (Follows the previous command.)
S)et S)tatus dn C)heck (I)N	Check in one DN.
S)et S)tatus dn1 dn2 C)heck (I)N	Check in a consecutive group of DNs.
S)et S)tatus ALl C)heck (I)N	Check in all DNs.
S)et S)tatus dn C)heck O)ut	Check out one DN.
S)et S)tatus dn1 dn2 C)heck O)ut	Check out a consecutive group of DNs.
S)et S)tatus ALl C)heck O)ut	Check out all DNs.
S)et S)tatus dn O)ccupied	Set one DN to occupied.
S)et S)tatus dn1 dn2 O)ccupied	Set a consecutive group of DNs to occupied.
S)et S)tatus ALl O)ccupied	Set all DNs to occupied.
S)et S)tatus dn V)acant	Set one DN to vacant.
S)et S)tatus dn1 dn2 V)acant	Set a consecutive group of DNs to vacant.
S)et S)tatus ALl V)acant	Set all DNs to vacant.
S)et S)tatus dn S)ale	Set one DN to ready for sale.
S)et S)tatus dn1 dn2 S)ale	Set a consecutive group of DNs to ready for sale.
S)et S)tatus ALl S)ale	Set all DNs to ready for sale.
S)et S)tatus dn N)S	Set one DN to not for sale.
S)et S)tatus dn1 dn2 N)S	Set a consecutive group of DNs to not for sale.
S)et S)tatus ALl N)S	Set all DNs to not for sale.

Room Status (continued)

SEt SStatus dn REquested	* Set one DN to cleaning requested.
SEt SStatus dn1 dn2 REquested	* Set a consecutive group of DNs to cleaning requested.
SEt SStatus ALI REquested	* Set all DNs to cleaning requested.
SEt SStatus dn PRogress	* Set one DN to cleaning in progress.
SEt SStatus dn1 dn2 PRogress	* Set a consecutive group of DNs to cleaning in progress.
SEt SStatus ALI PRogress	* Set all DNs to cleaning in progress.
SEt SStatus dn CLeaned	* Set one DN to cleaned.
SEt SStatus dn1 dn2 CLeaned	* Set a consecutive group of DNs to cleaned.
SEt SStatus ALI CLeaned	* Set all DNs to cleaned.
SEt SStatus dn PAssed	* Set one DN to passed inspection.
SEt SStatus dn1 dn2 PAssed	* Set a consecutive group of DNs to passed inspection.
SEt SStatus ALI PAssed	* Set all DNs to passed inspection.
SEt SStatus dn FAIled	* Set one DN to failed inspection.
SEt SStatus dn1 dn2 FAIled	* Set a consecutive group of DNs to failed inspection.
SEt SStatus ALI FAIled	* Set all DNs to failed inspection.
SEt SStatus dn SKipped	* Set one DN to cleaning skipped.
SEt SStatus dn1 dn2 SKipped	* Set a consecutive group of DNs to cleaning skipped.
SEt SStatus ALI SKipped	* Set all DNs to cleaning skipped.

- * Maid ID can be appended to these commands. Use the keyword MI followed by the one- to four-digit maid ID number. For example:

SEt SStatus 1205 CLeaned MI 14 <CR>

changes the cleaning status of room with DN 1205 to cleaned, by maid with ID number 14.

Room Status (continued)

SEt SStatus dn Controlled	Set one DN to Controlled Class of Service.
SEt SStatus dn1 dn2 Controlled	Set a consecutive group of DNs to Controlled Class of Service.
SEt SStatus ALI Controlled	Set all DNs to Controlled Class of Service.
SEt SStatus dn Controlled Off	Set one DN to System Class of Service.
SEt SStatus dn1 dn2 Controlled Off	Set a consecutive group of DNs to System Class of Service.
SEt SStatus ALI Controlled Off	Set all DNs to System Class of Service.
SEt SStatus dn E1	Set one DN to Enhanced Controlled Class of Service.level 1.
SEt SStatus dn1 dn2 E1	Set a consecutive group of DNs to Enhanced Controlled Class of Service.level 1.
SEt SStatus ALI E1	Set all DNs to Enhanced Controlled Class of Service.level 1.
SEt SStatus dn E1 Off	Set one DN to System Class of Service.
SEt SStatus dn1 dn2 E1 Off	Set a consecutive group of DNs to System Class of Service.
SEt SStatus ALI E1 Off	Set all DNs to System Class of Service.
SEt SStatus dn E2	Set one DN to Enhanced Controlled Class of Service.level 2.
SEt SStatus dn1 dn2 E2	Set a consecutive group of DNs to Enhanced Controlled Class of Service.level 2.
SEt SStatus ALI E2	Set all DNs to Enhanced Controlled Class of Service.level 2.
SEt SStatus dn E2 Off	Set one DN to System Class of Service.
SEt SStatus dn1 dn2 E2 Off	Set a consecutive group of DNs to System Class of Service.
SEt SStatus ALI E2 Off	Set all DNs to System Class of Service.

Room Status (continued)

SEt SStatus dn L Language (number or ID)	Set one DN to the language number or ID.
SEt SStatus dn1 dn2 L Language (number or ID)	Set a consecutive group of DNs to the language number or ID.
SEt SStatus ALI L Language (number or ID)	Set all DNs to the language number or ID.
SEt SStatus dn V ip <CR>	Set one DN to VIP status.
SEt SStatus dn1 dn2 V ip <CR>	Set a consecutive group of DNs to VIP status.
SEt SStatus ALI V ip <CR>	Set all DNs to VIP status (not recommended)

Caller's Name Display

SEt CPnd dn 'name' L A (number or ID) CH (IN)	Set Room for Caller's Name Display (including the language number or ID) at check-in.
SEt CPnd dn CH O U	Set Room to remove Caller's Name Display at check-out.
(P rint) CPnd dn	Print out the CPnd name for one or more rooms.

Administration

(P rint) P ORT	Print current settings of terminals.
(P rint) O ption	Print current option settings.
(P rint) T Raffic	Print the contents of the traffic file.
(P rint) W ake M AP	Print the wake-up call map.
SEt O ption I D aa bb	Change terminal name from port number or old port ID aa to new portID bb.
SEt O ption L anguage (language number) (id)	Set two-letter language ID for each language number (0 - 5)
SEt O ption U Nit cccc A Ttendant (ON)	Set a unit cost figure to give total call charges, and have them displayed at Attendant Console.

Automatic List

AUautomatic hhmm command

Place the command in the Automatic List and have it executed at time hhmm each day.

(Print) **AU**automatic

Print the contents of the Automatic List.

SEt **AU**automatic **n** **OFF**

Delete command n from the Automatic List (where n is a list entry number from 1 to 12).]

Options for the Set command

SEt **OP**tion **C**onfirm **(ON)/OFF**

Allow/disallow confirm messages for SET command.

SEt **OP**tion **X** **(ON)/OFF**

Allow/disallow X substitution for SET command.

SEt **OP**tion **R**ange **(ON)/OFF**

Allow/disallow range entries (dn1 dn2) for SET command.

SEt **OP**tion **AL**I **(ON)/OFF**

Allow/disallow all DNs to be used in the SET command.

Terminal functions

SEt **OP**tion **P**ort portID feature(s)
(ON)/OFF

Set which of the four features this terminal will be used for (WAKE, METER, STATUS, OPTION).

SEt **OP**tion **P**ort portID function(s)
(ON)/OFF

Set which functions this terminal will be able to perform (SET, READ, DISPLAY, PRINT).

Turning Display Messages on or off

SEt **OP**tion **D**isplay item(s)
(ON)/OFF

Set which features you wish to have display messages printed for. Choices are: WAKE or ANSWER, ENTRY, RETURN; METER; STATUS or CCOS key, RMK, DIAL, DETECT, TERMINAL.

SEt **OP**tion **T**ime **D**etect t1 t2

Set off-hook detection time and also time occupied rooms are set to cleaning requested.

SEt **OP**tion **T**ime **D**etect **OFF**

Turn off off-hook detection, only.

SEt **OP**tion **T**ime **R**Equest t1

Set time occupied rooms are set to cleaning requested.

SEt **OP**tion **T**ime **R**Equest **OFF**

Turn off automatic setting of occupied rooms to cleaning requested.

SEt **OP**tion **T**ime **D**ial **(ON)/OFF**

Allow/disallow dial access to cleaning status.

Recorded Announcement

SEt Option Time RAn2 t1 t2	Set time of secondary recorded announcement.
SEt Option Time RAn2 OFF	Turn off use of secondary recorded announcement.

Check-in, out criteria

SEt Option CHeck items (ON)/OFF	Turn the automatic setting of any of the following items on or off: COntrolled change telephone Class of Service on check-in/out E1 Enhanced Controlled Class of Service level 1 on check-in/out E2 Enhanced Controlled Class of Service level 2 on check-in/out REquest change room to cleaning requested on check-out MWI cancel Message Waiting Lamp on check-in/out DNd cancel Do Not Disturb on check-in/out WAKE cancel wake-up call on check-in/out LAanguage set language to 0 at check-in/out SL1 check-in or out using a CONTROL COS key on an SL-1 telephone TL check if the set is disconnected on check-in/out.
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For Sale Print criteria

SEt OPTion SAle item(s) (ON)/OFF Set the criteria for a 'rooms ready for sale' printout. In addition to VAcant and PAssed, which are always included, you can add any of the following:

REquested
PRogress
CLeaned
FAiled
SKipped
OCcupied.

Guest Room category

SEt SStatus dn CAtegorY n Set one DN to be in a particular category (range 1-15).
SEt SStatus dnx CAtegorY n Set a group of DNs to be in a particular category, using X substitution.
SEt OPTion CAtegorY n name Give a category a name (up to 4 letters).

Glossary

CCOS—Controlled Class of Service

A room telephone in this state can only place room-to-room calls.

Class of Service

The Class of Service of a telephone is an industry term referring to the kinds of calls (or features) that are allowed or denied by the system to the telephone.

Control COS Key

A telephone may be equipped with this key, allowing the user to read or change the Class of Service of guest room telephones.

Display

Display refers to the printing of a message (on a terminal screen or printer) recording each change to the information stored as that change happens.

DN—Directory Number

This is the number assigned to each telephone that must be dialed in order to call that telephone. The DN is used to enter and retrieve information from a Background Terminal. The DN usually corresponds to the room number. If no correlation exists, you will have to translate the room number to the associated DN.

Do not disturb

A user can ask the attendant to place a telephone in Do Not Disturb mode. Persons dialing this telephone will hear busy tone, but the user can still make calls. The telephone's Message Waiting Lamp is on while the telephone is in Do Not Disturb mode.

Message Waiting Lamp

A telephone may be equipped with a lamp which flashes to notify the user that a message has been taken.

Port

This is the hardware location where a terminal is attached to the system. It can refer to a device with a screen, a teletype, or a printer.

Traffic

Statistics collected on the number of times certain events occur within the system. These statistics can be used to help measure how well the system is working.

Room Status Key (RMK key)

Some telephones may be equipped with a key allowing the user to read or change the cleaning status of guest rooms.

SCOS—System Class of Service

A guest room DN in this state can place several other types of telephone calls, depending on what the system allows, as well as room-to-room calls.

SL-1, M2006, M2008, M2009, M2112, M2317, M2616

These are telephones used in the Meridian 1 system which have keys and lamps (indicators) for operating special features, and often have a Display as well.

Error messages

When you encounter an error message, you should consult the section of this guide that deals with the operation you are trying to perform. Take note of the exact format and syntax of the command. Remember that punctuation and spacing are important when typing in commands. Type in the command in the correct format using valid data and press the CARRIAGE RETURN <CR> key. When the command has been entered correctly, the system will give the proper response.

List Full	The automatic list is full.
Try Again	A temporary command is in the automatic list.
Input Error	Invalid data input.
No TTY	The specified terminal is not defined.
Own TTY	Trying to change option on own terminal.
Range	Value entered is outside the permitted range.
Mnemonic	Mnemonic is required (a command word is missing or misspelled). Check the command and try again.
Command Off	The command that was entered is switched off.
Read Only	Terminal is defined as RE.
No Package	The feature is not available.
Name Big	The CPND name entered is more than 27 characters long.

SL-1

Background Terminal

User guide

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